

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 1, 2003

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FROM: **MARCEL TURNER**, Director
Human Resources

SUBJECT: **CLASSIFICATION CONSULTING SERVICES**

RECOMMENDATIONS:

1. Select CPS Human Resource Services to conduct classification consulting services.
2. Approve contract with CPS Human Resource Services to conduct classification studies for a total amount not to exceed \$392,750.
3. Approve use of Equity Pool Reserves of \$292,750 to finance the cost of classification consulting services in 2003-04. (Four votes required)
4. Authorize the Auditor/Controller-Recorder to adjust appropriations as detailed in the financial impact section. (Four votes required)

BACKGROUND INFORMATION: On October 1, 2002, the Board authorized the Human Resources Department to issue a Request for Proposals (RFP) for classification consulting services. The RFP was distributed to 28 potential providers and posted on the County's website. Eight responses were received by the November 6, 2002 deadline. All eight proposals were eligible for the technical review.

An evaluation committee comprised of staff from the County Administrative Office, Arrowhead Regional Medical Center, the District Attorney's Office, Purchasing, Human Resources, and the San Bernardino Public Employees Association (SBPEA) reviewed the proposals. The technical review criteria as defined in the RFP included: 1) qualifications and experience in providing classification and compensation consulting and actuarial services to large organizations; 2) ability to complete projects in a timely manner; 3) ability to meet the project requirements; and 4) cost. Based on these criteria, two finalists were selected – CPS Human Resource Services and Public Sector Personnel Consultants. These two finalists were invited to an interview with the evaluation committee. CPS Human Resource Services was selected as the most qualified candidate.

Proposal bids ranged from \$151,900 to \$1.5 million. Certain cost differences were associated with varying levels of services (such as the number of incumbents to be audited) and some were associated with the billable hourly rate. Of the four proposals that provided an hourly rate, CPS Human Resource Services had the lowest hourly rate. In addition, the selected vendor's proposal included an option to customize a point-factor system that could be applied to the current as well as future studies.

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The RFP requested four specific studies. The Clerical Unit, Social Service Practitioners, and Public Health Managers studies were agreed to as part of the negotiated settlement with SBPEA. The cost of these three studies, expected to be \$292,750, is included as part of the Equity Pool Reserve included in the 2003-04 Financing Plan. The fourth study is for two positions in Children's Network. On January 29, 2002, the Board allocated \$100,000 of available one-time monies for classification studies.

The RFP also requested that vendors state their interest in future classification studies. CPS Human Resource Services responded favorably. As such, the contract is recommended for the four studies delineated above and future studies that may arise. Future studies could include positions in the Human Resources Department or other studies that require special expertise.

REVIEW BY OTHERS: This item has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on June 13, 2003; Purchasing (Allen Sanchez, Contracts Analyst) on June 16, 2003; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on June 20, 2003.

FINANCIAL IMPACT: The cost of the equity pool studies (Clerical Unit, Social Service Practitioners, and Public Health Managers) is expected to be \$292,750 and will be paid from the Equity Pool Reserve. Appropriation adjustments are requested as follows:

	Description	Accounting codes	Amount
Increase	Services and supplies	AAA HRD HRD 200 2445	\$292,750
Decrease	Equity Pool reserves	AAA B665	\$292,750

The cost of the Children's Network study is estimated to be \$5,000 and will be paid for from one-time money allocated for classification studies. Costs for future classification studies will either be paid from the one-time money for classification studies or by the affected department.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action based on the results of the competitive RFP process.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Linda Matthews, Classification Manager, 387-5904

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